



District of Columbia Courts

Internship Program Openings

Division: Executive Office: Director of Legislative, Intergovernmental and Public Affairs

Description:

This position is placed under the supervision of Director of Legislative, Intergovernmental and Public Affairs within the Executive Office of the District of Columbia Courts.

Responsibilities:

- Draft press advisories and releases
- Call members of the press to encourage their coverage of events
- Identify possible press opportunities
- Develop show concepts for UDC's 'Sound Advice' (a cable television show hosted by the Dean of UDC Law School) and secure guests and prepare model questions for them to be asked
- Help develop and implement court activities and events (e.g., Law Day, Youth Law Fair, Adoption Day, Black History Month, Hispanic Heritage Month, Crime Victims Awareness Week, Foster Parents Month)
- Monitor DC Council legislation
- Draft testimony for judges appearing before the DC Council and Congress
- Draft items for the intranet
- Draft articles for *Full Court Press* – the Courts' newsletter
- Expand outreach efforts by getting in touch with community organizations and keeping track of meetings, as well as working with the Director to encourage judges to attend, participate and speak at such meetings
- Other duties as assigned.

Qualifications:

The applicant must be at least in his or her third or fourth year of undergraduate program or in a graduate or law school program. The student must be in good standing at his or her university and have strong verbal and written communication skills and be able to work in a fast-paced environment. It is preferred that all applicants have a GPA of 3.0 or better. The student must be able to commit a minimum of 12 hours per week throughout the semester. Finally, the student will be subjected to an FBI criminal background check.

Application Process:

Applications should include the following:

- A District of Columbia Internship Application Form
- A Resume
- An unofficial Transcript
- Two Letters of Recommendation
- A writing sample

Please send all application packets to: Fetneh A. Fleischmann
District of Columbia Courts, Human Resources Division
500 Indiana Avenue, NW, Washington, DC 20001
Phone (202).879.2887; Fax (202).879.2889

